

**RENTAL APPLICATION**

**Affordable 2 Bedroom Rental at 223Mechanic Street in Marlborough, MA.**

**Income limits are 50% area median income**

1 person household - \$32,150; 2 person household - \$36,750; 3 person household - \$41,350;  
4 person household - \$45,900; 5 person household - \$49,600; 6 person household - \$53,250

\*- rents for voucher holders are determined by the subsidizing agency

**ELIBILITY CRITERIA AND APPLICATION PROCESS:** Please read carefully prior to filling out application.

Eligible households are families whose total income, including return on investments and other assets, is within the 50% of area median income for Marlborough (see attached) and who require the number of bedrooms for which they are applying. Applicants without rental subsidies should not be paying more than 30% of their rent unless they are granted a waiver by the Marlborough Community Development Authority.

Families must be headed by persons over the age of 18 years who are U.S. citizens or permanent resident aliens in order to participate.

All applicants must complete and sign this application as well as for rental voucher holders the Release of Information Form.

Information provided on this application will be treated as confidential. Incomplete preliminary applications will be disqualified without review.

All applications must be returned to the following address and will be considered on a first come first serve basis.

**RETURN TO:**  
Marlborough Community Development Authority  
255 Main Street, Room 209  
Marlborough, MA 01752

**223 MECHANIC STREET** is a newly renovated single family home with two bedrooms, one bathroom, living room, dining room, kitchen, brand new porch and large yard.

**RENTAL APPLICATION**

Name of Head of Household: \_\_\_\_\_

last first middle initial

Address: \_\_\_\_\_

Street no. & name city or town state zip code

Phone: \_\_\_\_\_

Home daytime number where you may be reached- work, cell:

\_\_\_\_\_

Email: \_\_\_\_\_

Are you a U.S. citizen? \_\_\_\_\_

Have permanent Resident or Alien Status?

Status? \_\_\_\_\_

Yes/no

yes/no (submit doc. with application)

The checklist of supporting documentation on the last page must be completed and submitted with the application.

It is unlawful to discriminate against any person because of race, color, religion, familiar status, age, sex, Sexual orientation, disability, veteran’s status, national origin or ancestry.



Annual Gross Household Income: \_\_\_\_\_ For All household members 18 years or age and older, include gross income from employment, including overtime, bonuses and commissions; pensions; annuities; dividends; interest on assets; social security; social security supplement; alimony and child support; veteran's benefits; unemployment and disability compensation; welfare assistance; regular gifts; etc.. exclude form income student financial assistance; foster child/adult payments; reimbursements of medical expenses; earnings over \$480 of full-time student over 18 except for household head and spouse; temporary, non-recurring or sporadic income or gifts.

Where are your total family assets? \$ \_\_\_\_\_ Include, for example, the current value of all checking, savings, CD & investment accounts (including educational accounts), real estate, investment property, etc., but exclude personal automobile(s) & other personal property. Note that the imputed income from assets is included in income.

Do you or any member of your household currently own your home or any residential property? \_\_\_\_\_  
Yes/no

If yes, address \_\_\_\_\_  
Rental Subsidy: Do you currently have a rental subsidy, like Section 8? \_\_\_\_\_ Voucher Size \_\_\_\_\_  
Yes/no number of bedrooms

From what agency? \_\_\_\_\_

\_\_\_\_\_ Are you or any of your family members an employee or Board Member of the Marlborough Community Development Authority?

Maximum household member for a 2 bedroom is 4 persons. Maximum household members for 3 bedroom unit are 6 persons. Preference shall be given to households requiring the total number of bedrooms in the unit.

List all permanent members of your household, starting with head, who will live with you at this address:

Name:	Relationship to head of household	age	Current status: student, employed, retired, homemaker, etc.

Have you ever been a tenant of MCDA properties? Yes \_\_\_\_\_ No \_\_\_\_\_

How many bedrooms do you need? No. \_\_\_\_\_

If student, are you full time? Yes \_\_\_\_\_ No \_\_\_\_\_

Once an applicant is selected, they will enter into a lease agreement which requires the tenant sign community rules of behavior, security deposit and lease and security requirements. The units will have a 15 year affordability restriction on the rents.

It is unlawful to discriminate against any person because of race, color, religion, familiar status, age, sex, Sexual orientation, disability, veteran's status, national origin or ancestry.



**Release of Information Form (Rental Subsidy Holders only)**

\_\_\_\_\_  
Name and complete mailing address of the agency administering your rental subsidy – PLEASE PRINT CLEARLY

To the attention of \_\_\_\_\_ representative's phone number  
Name of your rental subsidy representative

This is to authorize the release of any and all information gathered by the above named Agency that will document my/our eligibility for my housing subsidy. This information is requested by the Marlborough Community Development Authority for the affordable rental units located at 223 Mechanic Street.

At this time, kindly send the following information:

A photocopy of HUD forms 50058 and/or other relevant documentation that will verify my/own gross household, adjusted gross household income and household size.

To:

Marlborough Community Development Authority  
255 Main Street, Room 209  
Marlborough, MA 07152

**Your prompt response is greatly appreciated.**

If you have questions or concerns, do not hesitate to leave us a message at 508-460-3715.

Sincerely,

Household Head: \_\_\_\_\_

Signature

Date

\_\_\_\_\_  
Print your full name clearly.

